

## **FLORIDA STATE COLLEGE AT JACKSONVILLE JOB DESCRIPTION**

### **CHIEF INFORMATION OFFICER (CIO), 2018**

**FLSA STATUS: EXEMPT – PAY GRADE: 29 – A**

**JOB FAMILY: SENIOR ADMINISTRATION    JOB FUNCTION: EXECUTIVE MANAGEMENT**

#### **GENERAL STATEMENT OF JOB**

The Chief Information Officer provides collegewide leadership in all technology and information systems functions and related areas. This position requires leadership and broad strategic actions to move the IT team in the direction to achieve the highest standards of technology and support for the College and students. Areas of responsibility include, but are not necessarily limited to, information systems, instructional/academic technology, administrative systems and processes, computer operations, technical support functions, telecommunications, networks, computer applications/systems development, and delivery systems. Employees in this classification possess extensive knowledge and experience in state-of-the-art technologies, conduct short- and long-term planning in systems development initiatives and must function effectively as a collegewide leader.

#### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Develop policies and procedures for all needed technology areas.

Ensure cost effective provision of academic and administrative technologies and information systems for all purchases, centralized or decentralized.

Develop and implement the College's technology vision and architecture.

Develop and maintain collaborative partnerships with academic leaders, faculty, students and staff, and set priorities to achieve maximum support and enhance IT service.

Develop and maintain collaborative partnerships with technology leaders throughout the Florida College system and local community.

Provide leadership for technology initiatives collegewide and ensure efficient integration of various systems.

Manage short- and long-term planning related to technology; emphasizes College mission in all planning initiatives.

Identify technologies for the purpose of incorporating such into college systems; assess potential value for College use and plans implementations.

Analyze requirements and applications to enhance information and reporting capabilities for management.

Identify, establish, and monitor all technology standards including but not exclusive of software, computers, audio visual equipment, network and server equipment, fiber and copper wiring

construction, door access systems, visual surveillance, cloud and hosted services along with all other IT services.

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Prepare budgets and objectives related to collegewide technology.

Continue to remain aware of technology market trends and offerings, vendor and product comparisons, technology leadership strategies and best practices.

Provide leadership to all Information Technology personnel.

Perform related duties as assigned.

### **SUPERVISION RECEIVED**

This position reports to the Vice President Business Services.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Requires a bachelor's degree from an accredited institution and seven (7) years of related experience.

### **PREFERRED QUALIFICATIONS**

A Master's degree in management information systems, information technology, computer science, management or related fields, supplemented by seven (7) years of progressively responsible experience in planning, development, and maintenance of complex information systems or other advanced technologies, the majority of which shall be for a moderate to large scale organization, and recent enterprise resource planning (ERP) software implementation. Five years in senior technology management.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read Standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports

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using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/2013, 4/2014; revised 8/2018